

OVERVIEW

On this 4-module programme we will look at the day-to-day functionality of MS Word from using shortcuts to more advanced features, placing an emphasis on the business and report writing functionality. Specifically, we will look at document layout from tabs and tables to maintaining effortless consistency through the use of styles and the automation of more time intensive tasks such as generating a table of contents. We will also troubleshoot the more frustrating topics such as achieving alternating headers, footers and page numbering.

WORD 1: ESSENTIAL SKILLS AND SHORTCUTS

→ Overview of Basics

- Overview of Speed Keys from Level One to perform everyday tasks more quickly
- Quick Editing Tips
- Formatting Tips and Speed Key
- Using the Clipboard Task Pane to Move & Copy text

→ Document Layout

- Setting Indents
- Setting and Using Tab Stops – How should they be used?

→ Design

- Cover Page
- Paragraph Borders and Shading
- Watermark / Page Colour / Page Borders

WORD 2: SECTION BREAKS, HEADERS, FOOTERS PAGE NUMBERING AND TABLES

→ Document Control

- Page Breaks V's Section Breaks
- Changing the Page Setup including margin settings.

→ Headers and Footers

- Working with Headers and Footers
- Page Numbering / Different First Page
- Odd and Even Headers and Footers
- Alternating Headers and Footers (Sections)

→ Tables

- Creating a table
- Resizing / Insert / Deleting columns & rows
- Setting tabs in a table
- Table Designs & Formatting
- Sorting within a table
- Calculations in tables

WORD 3: CONSISTENT FORMATTING / TABLE OF CONTENTS / TEMPLATES / MACROS

→ Styles

- Working with existing Styles
- Creating, Modifying & Deleting Styles
- Organising Styles / Sharing Styles

→ Inserting & Updating a Table of Contents.

→ Templates

- Using existing Templates
- Creating Basic Templates
- Modifying a template
- Building Form Templates
- Create Automated Fill-in Field Templates

→ Macros

- Recording a Macro
- Play a macro
- Assign a Macro to a toolbar

WORD 4: MAIL MERGE (OPTIONAL)

→ What is a Mail Merge?

→ Data Source – Word or Excel?

→ Mail Merge Wizard

→ Creating a Mail Merge

- Merging to Letters
- Merging to Labels
- Merging to Catalogue
- Merging to E-mail

→ Advanced Mail Merge options

- Sorting merged records
- Finding records
- Queries (Filter results)